

Four-Year Maintenance Preparation Tasks

June 2019

This checklist covers tasks required to prepare WisVote data for the 2019 Four-Year Maintenance mailing.

- Postcards will be mailed on or before June 15, 2019.
- The list for mailing postcards will be generated on May 20, 2019. **All updates to WisVote must be completed by May 17, 2019, or they will not be reflected on the list.**

Tasks to Complete	Details
<input type="checkbox"/> Municipal Clerks: Review clerk contact information in WisVote. <input type="checkbox"/> County Clerks: Review county clerk contact information and the contact information for any reliers.	<p>Postcards will contain the municipal clerk's return address. As part of the preparation, review the municipality's current clerk contact information. It is a good time for the county clerk to confirm their own contact information as well.</p> <p>To review clerk contact information in WisVote, go to the Jurisdictions tile, search for your jurisdiction, and verify the Mailing Address listed under "Chief Election Official". You may also use MyVote by searching for an address in your municipality and verify the clerk contact information displayed on the screen. Or you may check the "Directory of Wisconsin Clerks" posted at the following link: http://elections.wi.gov/clerks/directory.</p> <p>If the information is incorrect, complete the WisVote Clerk Contact Information Update Form (EL-362) and send it to the Elections HelpDesk at Elections@wi.gov. If the information is already correct, there is no need to respond.</p>
<input type="checkbox"/> Review and make determinations on all Reg List Alerts <input type="checkbox"/> Deceased <input type="checkbox"/> Duplicate <input type="checkbox"/> Felon Must be completed by May 17, 2019	<p>Accepting Reg List Alerts will reduce the number of postcards sent to your voters in error. For voters that have more than one voter record, accepting the Duplicate alert will prevent a postcard being mailed to their old voter record. If the voter is deceased or serving a felony sentence, accepting the alert deactivates the voter and a postcard will not be mailed.</p>
<input type="checkbox"/> Record Election Participation <input type="checkbox"/> 2016 General <input type="checkbox"/> 2017 Spring Primary <input type="checkbox"/> 2017 Spring Election Must be completed by May 17, 2019	<p>Voters who have participated in any election between January 1, 2015, and May 20, 2019 should not receive a postcard. All election participation must be recorded by May 17, 2019.</p>

Please complete the tasks outlined in this checklist. Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov